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Governor's Office for Children

Larry Hogan, Governor

Boyd R. Rutherford, Lt. Governor

Jaclin Warner Wiggins, Acting Executive Director

To: Local Management Board Chairs and Points of Contact

From: Kim Malat, Deputy Director, Governor's Office for Children

Date: March 27, 2018

Re: FY18 Notice of Funding Availability Question and Answer Recap #3

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- 1. For the budget, there is an existing program that we are proposing for FY 19 that is requesting additional funding to add an additional case manager. Should there be one budget for the whole program, or do we need to submit a budget for the existing program and a separate budget for the new staff person?**
Please submit one budget for the program. It's ok for the Local Management Board to increase or decrease the amount of funding (or make changes to the model, etc.) from year to year.
 - 2. Has there been any further discussion or information about how to budget for the Local Care Team coordinator in the application? The instructions indicate the base allocation does not include the funding for this position, but I am curious if there is any guidance on whether or not jurisdictions should include the coordinator position in the budget? If so, how – as Board Support, or as a program?**
The base funding noted in the NOFA document does not include the Local Care Team coordinator funds for FY19. The Board does not need to address this function in the application narrative nor is a budget required for the funding that has not yet been determined. The exception would be if the Board wants to use base funding for any administrative expenses of the coordinator. In this case, we would expect to see this in the Board Support budget. The Office will notify Boards separately of the Local Care Team coordinator award for FY19 and we will "add" the budget page for these funds to the Community Partnership Agreement when the contract for FY19 is developed.
 - 3. Is it acceptable to have the vice-chair or another Board member sign the application?**
Another Board member may sign the application in place of the Board chair as long as that person has the authority from the Board to do so.
 - 4. I want to confirm that, unless the Board is including administrative expenses for the Local Care Team coordinator in the Board Support budget, the Board does not need to submit a budget for the full year of FY19**

funding for the local Care Team coordinator, correct? I know the full year of funding will be a separate line in the FY19 contract. I want to make sure the Office does not need a budget for it in the application.

This is correct. See question #2 above.

- 5. Can a portion of the Local Care Team funding support another position for the Local Care Team such as a parent advocate or navigator?**

The Board may elect to use base funding to support other Local Care Team positions, but the coordinator funding is meant specifically for the coordinator.